



Becoming a Mom[®] Implementation Checklist

Kansas Perinatal Community Collaboratives

Utilizing the March of Dimes **Becoming a Mom[®]** Prenatal Education Curriculum

Implementation Planning

- ✓ Access, tour and share BaM private website (houses all BaM implementation resources) with essential partners
- ✓ Review *Frequently Asked Questions* document
- ✓ Secure staff and partners for all roles
- ✓ Secure facility for group sessions
- ✓ Develop referral pathway and procedure
- ✓ Develop class/session schedule
- ✓ Develop incentive plan
- ✓ Identify target launch date and prepare for official launch event (kick-off event, press release, etc.)
- ✓ Utilizing templates provided, develop and circulate promotional materials
- ✓ All staff complete required online training essential for their role with implementation (outlined below)
- ✓ Review *Guidance for Utilization of the March of Dimes Becoming a Mom[®] Curriculum*
- ✓ Review *Guidance for Implementation of Group Prenatal Education Resources*
- ✓ Prepare Instructor Manuals for session facilitators following guide provided in *Other Helpful Resources* section

Required Documents

- ✓ Online Interest/Readiness Survey completed and submitted (from public KPCC website)
- ✓ Memorandum of Understanding (MOU) signed and submitted to KDHE (from public KPCC website)
- ✓ Terms of Use Signed and submitted to KDHE (if not already a DAISEY user)
- ✓ User Agreements Signed and Submitted to KU-CPPR (if not already a DAISEY user)
- ✓ User Account Request Template submitted to KU-CPPR (specific to BaM in DAISEY) (request access to BaM forms and also to sandbox training environment if new DAISEY user)

Optional Document

- ✓ Memorandum of Agreement (MOA) for Data Sharing Communities (DAISEY related)

Essential Training

- ✓ View the *Kansas Perinatal Community Collaborative Model - Introductory Webinar*
- ✓ View the *Becoming a Mom[®] Implementation - Introductory Webinar* recording
- ✓ View *Becoming a Mom[®] Implementation – Program Coordination TA Webinar* recording
- ✓ View *Becoming a Mom[®] Implementation – Group Facilitation TA Webinar* recording
- ✓ View Priority Integration Toolkit training webinars located within each of the associated toolkits
- ✓ View *Becoming a Mom[®] Implementation – Introduction to Program Evaluation TA Webinar*
- ✓ View *Becoming a Mom Evaluation TA Webinars*, Parts I, II, and III
- ✓ Complete *Training Checklist for BaM Data Entry and Report Access in DAISEY*
- ✓ Practice data entry in the DAISEY Sandbox training environment (if new DAISEY user)
- ✓ Observe/Shadow with existing program site (arrange through KDHE)